

Simulation Interoperability Standards Organization (SISO)

A Timeline for Communities Hosting a Simulation Interoperability Workshop (SIW)

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Prepared by:

**Simulation Interoperability Standards Organization
Conference Committee (CC)**

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Orlando, FL 32878-1238, USA
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SISO EXCOM
P.O. Box 781238
Orlando, FL 32878-1238, USA

A Timeline for Communities Hosting a Simulation Interoperability Workshop (SIW)

(Please note that this is, necessarily, a generic schedule derived from requirements for past SIWs hosted in several cities nationwide. Early and constant coordination with the Conference Committee is essential to smooth planning and preparation for an SIW.)

# Months to the SIW	Local Community Activities	Task Accomplishment Notes
18	<ul style="list-style-type: none"> <li data-bbox="453 565 1339 641"><input type="checkbox"/> You should have started at least 18 months before the opening of the SIW. If you have not, you will have to work hard to catch up. <li data-bbox="453 649 1339 695"><input type="checkbox"/> Recruit your team. This is not a solo activity. The more the merrier. <li data-bbox="453 703 1339 930"><input type="checkbox"/> Begin planning and locating potential venues. A venue is a convention hotel or convention center. Some considerations are sufficient plenary space, breakout rooms, and break/meal areas. Cost is always a consideration. Generally plan to locate hotel space for about the government per diem rate. Hotels MUST guarantee 50% rooms at per diem. Exhibit areas must have room for break and reception food/bar/beverage service. <li data-bbox="453 938 1339 1076"><input type="checkbox"/> Recruit an initial base of sponsors who will commit to financially support the SIW (via direct contributions to offset costs or significant services, the cost of which would otherwise be borne by SISO) <li data-bbox="453 1084 1339 1190"><input type="checkbox"/> Coordinate these and all remaining tasks with the SISO Conference Committee (CC) and the Executive Director, Conference/Workshop Activities (ExDir). <li data-bbox="453 1198 1339 1304"><input type="checkbox"/> Get anticipated attendee numbers and room requirements from the CC. 	

	<input type="checkbox"/> Meet with the Executive Director to discuss costs and financial goals.	
	<input type="checkbox"/> Draft an initial Budget and send a copy to the Executive Director	
15	<input type="checkbox"/> Coordinate with the local tourist bureau or equivalent. They can help with publicity and accommodations.	
	<input type="checkbox"/> Lock in the venue and hotels. Contracts for SIW venues MUST be approved by the ExDir and negotiated by the IEEE Convention Management Services (ICMS). No one else is authorized to commit SISO contractually.	
14	<input type="checkbox"/> Solicit and develop theme or focus ideas. These should showcase our city's M&S high points and appeal to local sponsors.	
13	<input type="checkbox"/> Coordinate theme ideas for approval by the CC.	
12	<input type="checkbox"/> Advertise at the SIW occurring the year before yours. Ask the CC for a slot at the Plenary to make a short pitch.	
	<input type="checkbox"/> Distribute flyers and information on your city at the SIW.	
	<input type="checkbox"/> Continue recruiting local business government and academic support.	
	<input type="checkbox"/> Conduct a budget review with the Executive Director.	
11	<input type="checkbox"/> Plan for any enrichment activities or extra stuff for attendees. Things like a locally sponsored SIW Reception, tours or dinners can make your city stand out. Think outside the box. Do you want to recognize local student science fair winners? Do you want to host a high school/college poster session on M&S?	
9	<input type="checkbox"/> Begin recruiting potential speakers and panelists. These should have a story to tell that highlights the theme and/or some facet of M&S.	

	<ul style="list-style-type: none"><input type="checkbox"/> Begin publicizing the SIW locally. Your convention/visitors bureau (CVB) can help.<input type="checkbox"/> Make up a poster to bring to the Fall SIW that promotes your SIW. It can also be used as the centerpiece of the web site soliciting attendance and papers.	
8	<ul style="list-style-type: none"><input type="checkbox"/> Begin recruiting local exhibitors.<input type="checkbox"/> Continue recruiting sponsors.<input type="checkbox"/> Continue recruiting speakers.	

<p>6</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Plan on a table display or booth at the Fall SIW. Your CVB may provide most of what you need. Ask for more time/opportunities to pitch your town. <input type="checkbox"/> Send electronic copies of publicity/tourist/local color to Pat Burgess (pburgess@ist.ucf.edu) to post on the SISO web site to help attract attendees. 	
<p>5</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with speakers to confirm availability and commitment to speak. <input type="checkbox"/> Send the invited speaker's title name, address, telephone and email address and their assistant's same contact data to the CC Vice Chair to generate formal invitations. <input type="checkbox"/> Send a short (>1/2 page) bio to the CC Chair to post to the web site. <input type="checkbox"/> Continue recruiting local sponsors and exhibitors, check with ICMS to ensure that exhibitors are signing up. <input type="checkbox"/> Coordinate submittal of sponsorship funds between sponsors and SISO Inc. treasurer. 	
<p>4</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All speakers should be invited by now. <input type="checkbox"/> Coordinate any special activities that you plan to execute with the CC. <input type="checkbox"/> Plan to execute a publicity campaign to encourage local M&S folks to attend. Your sponsors and exhibitors can help. So can the CVB. 	

3	<input type="checkbox"/> Continue recruiting local sponsors and exhibitors, check with ICMS to ensure that they are signing up. <input type="checkbox"/> Send the ExDir a short (>1) page poster or publicity handout that can be emailed on SISO-Members. <input type="checkbox"/> Execute your local publicity campaign. Get on TV and newspapers, if possible. Will your sponsors pay for a few commercials on radio/TV?	
1	<input type="checkbox"/> Continue recruiting and publicizing. <input type="checkbox"/> Check with speakers. Remind them of their commitment. Plan for the inevitable cancellations. Pre-coordinate a couple of back-up speakers in case an invited speaker cancels. <input type="checkbox"/> Verify with ICMS that the exhibitors who said they would be there are indeed signed up. Bug the ones who have not.	
1 week	<input type="checkbox"/> Coordinate coverage on radio and TV. Invite them to see the exhibits and ceremonies. <input type="checkbox"/> Ditto for local newspapers and magazines.	
0	<input type="checkbox"/> Enjoy the kudos of the SISO members who tell you what a great event this is!	

The SISO Conference Committee created this document. Suggested changes and corrections should be sent to the CC. This may be done by posting on SISO-CC@discussions.sisostds.org or in person to any CC member.